

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS1247404**

Date Posted: **01/14/13**

POSITION NO: **236129**

Closing Date: **01/28/13**

CLASS CODE: **1470**

POSITION TITLE: **Insurance Claims Analyst**

DEPARTMENT NAME: **Workers' Compensation Program**

DEPARTMENT NO: **124** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R64A**

Days: **Mon. - Fri.** Permanent: ☒ SALARY:

Hours: **8:00 am - 5:00 pm** Temporary: ☐ Duration: \$ **38,084.80** Per Annum

Part-Time: ☐ No. of Hrs/Wk: **40** \$ **18.31** Per Hour

DUTIES AND RESPONSIBILITIES:

Receives and reviews claims to determine accuracy and completeness of the injury report. Determines and issues a decision pertaining to compensability of claims and communicates decision to injured workers. Analyzes data and medical data by applications of the Workers' Compensation Code. Issues recommendations for approval of compensability or denial of benefits. Complies with program requirements, financial losses incurred based on findings, creates and maintains files until closed out and calculates settlements, assists with referrals for medical specialists/vocational rehabilitation as required by the injury claim. Communicates filing of claims, benefits, requirements to employees, employers and legal representatives. Conducts investigations for clarification of facts/statements pertaining to work related accidents or dangerous exposures in the work place, photographs damages, interviews insured, witnesses, employers. Will confer and coordinate with medical professionals, specialist, rehabilitation or nurse case managers. Conducts reviews of medical billings, loss of wages to process the claims for benefit pay-outs. Ensures 3rd Party Liability claims are filed with appropriate liens for reimbursements. Prepares required reports for Quarterly Claims Reserve Meetings.

Work requires extensive traveling to work-sites throughout the Navajo Nation to investigate claims and to accompany injured workers to their medical appointments off-reservation.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Business or related field and

Experience:

Three (3) years of responsible insurance underwriting, adjusting, or investigating experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **Prefers** the incumbent to be fluent in both the Navajo and English languages.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable laws, rules, regulations, policies and procedures related to worker's compensation practices. Knowledge of accident and safety investigation practices and procedures. Knowledge of medical terminology. Skills in verbal and written communication, utilizing customer services techniques, maintaining an effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99